

AGENDA
REDEVELOPMENT COMMISSION

McCloskey Conference Room
November 7, 2016
5:00 p.m.

- I. ROLL CALL**
- II. READING OF THE MINUTES** –October 17, 2016 minutes
- III. EXAMINATION OF CLAIMS** –October 21, 2016 for \$463,176.94
- IV. EXAMINATION OF PAYROLL REGISTERS** –October 14, 2017 for \$29,056.82 and October 28, 2016 for \$29,434.85
- V. REPORT OF OFFICERS AND COMMITTEES**
 - A.** Director’s Report
 - B.** Legal Report
 - C.** Treasurer’s Report
 - D.** CTP Update Report
- VI. NEW BUSINESS**
 - A.** Resolution 16-66: Approval of Neighborhood Improvement Grant Projects
 - B.** Resolution 16-68: Extension of Expiration Date for Bloomfield Road Project
 - C.** Resolution 16-69: Extension of Expiration Date for 17th Street Project
- VII. BUSINESS/GENERAL DISCUSSION**
 - A.** Appointment of CAC member for CDBG process – Social Service and Physical Improvement
- VIII. ADJOURNMENT**

Auxiliary aids for people with disabilities are available upon request with adequate notice. Please call [812-349-3429](tel:812-349-3429) or e-mail human.rights@bloomington.in.gov.

THE REDEVELOPMENT COMMISSION OF THE CITY OF BLOOMINGTON, INDIANA MET on Monday, October 17, 2016 at 5:00 p.m. in the Showers City Hall, McCloskey Conference Room, 401 North Morton Street, with Don Griffin, Jr. presiding

I. ROLL CALL

Commissioners Present: Don Griffin, Katie Birge, Sue Sgambelluri, David Walter, Jennie Vaughan and Kelly Smith

Commissioners Absent: None

Staff Present: Doris Sims, Director, Housing and Neighborhood Development (HAND); Christina Finley, Housing Specialist, HAND

Other(s) Present: Jeff Underwood, City of Bloomington Controller; Thomas Cameron, Assistant City Attorney; Dave Williams, Parks and Recreation Operations & Development Director

- II. READING OF THE MINUTES** – David Walter made a motion to approve the October 3, 2016 Memorandum for Executive Session and the October 3, 2016 minutes. Katie Birge seconded the motion. The board unanimously approved.

- III. EXAMINATION OF CLAIMS** – David Walter made a motion to approve the claims register for October 7, 2016 for \$148,928.82. Jennie Vaughan seconded the motion. The board unanimously approved.

- IV. EXAMINATION OF PAYROLL REGISTERS** – Sue Sgambelluri made a motion to approve the payroll register for September 30, 2016 for \$27,996.82. Jennie Vaughan seconded the motion. The board unanimously approved.

V. REPORT OF OFFICERS AND COMMITTEES

A. Director's Report. Doris Sims reported, Housing and Neighborhood Development entered into a partnership with the Indiana Small Business Development Center and Gayle & Bill Cook Center for Entrepreneurship at Ivy Tech, to offer four short workshops for business development. The workshops are geared toward contractors interested in working with City, County, State or Federal government. The workshops will take place at the Gayle & Bill Cook Center for Entrepreneurship. The workshops will take place on October 20, October 27, November 3, and November 10. All workshops will be held from 4-6 p.m. Topics include building your business, being licensed and insured, financial tool kit, and cutting through the red tape. All workshops are free. Sims will put the information on the HAND website.

B. Legal Report. Thomas Cameron was available to answer questions.

C. Treasurer's Report. Jeff Underwood reported the City's Safety Manager, Brian Wilson recently completed an inspection of all City ladders. HAND had seven ladders that were declared unsafe and need to be destroyed. The approximate value of each ladder is \$60. The ladders will be cut in half and taken to Fell Iron and Metal for scrape value. The funds will be deposited back into the fund that was used to purchase the ladders. Therefore, on the recommendation of Jeff Underwood, City Controller we are requesting that the

commission declare the ladders surplus and allow the City to dispose of them in the appropriate manor.

David Walter made a motion to declare the ladders surplus and allow the City to dispose of them in the appropriate manner. Jennie Vaughan seconded the motion. The board unanimously approved.

- D. CTP Update Report. There was no CTP update. Katie Birge asked for updates on the infrastructure project and any public input received. Alex Crowley was not available. Cameron will work with Crowley to have an update before the next meeting.

VI. NEW BUSINESS

- A. Resolution 16-56: Approval of Funding for Installation of Fiber Conduit in the Vernal Pike Bridge. The Project Review and Approval form for this project was approved on June 20, 2016. This resolution is to approve funding the installation of the fiber conduit.

Sue Sgambelluri made a motion to approve Resolution 16-56. Jennie Vaughan seconded the motion. The board unanimously approved.

- B. Resolution 16-61: Approval of Project Review and Approval Form Regarding the Acquisition of 717 West Howe Street. Dave Williams gave a brief background of Parks' standard acquisition process. Williams stated the City was approached by the family who owns 717 W Howe Street to gauge the City's interest in purchasing the property. This is a residential, single family bungalow house with a detached carport located on the north/west corner of Building Trades Park. Williams stated the plan would be for these structures to be demolished. The Historic Preservation Commission declared the structures to be non-contributing and gave their approval for demolition at their last Historic Preservation meeting. The lot would be used for green space and trees. The estimated funding amount of \$180,000 includes the acquisition, two appraisals, property title search, and demolition of the property. The site was a quarry at one time, therefore, Parks will complete a Phase 1 Environmental Site Assessment at its cost. This cost is not included in the \$180,000 estimated cost of the project since the Redevelopment Commission does not require an assessment to be conducted.

Katie Birge asked if the acquisition is a permissible use of TIF funds. Thomas Cameron stated it is a permissible use of TIF funds.

Williams stated he met with the neighborhood association and they are supportive of the acquisition and demolition.

David Walter made a motion to approve Resolution 16-61. Jennie Vaughan seconded the motion. The board unanimously approved.

- C. Resolution 16-62: Approval of Funding for Allison Jukebox Rehabilitation. Dave Williams stated Resolution 16-62 and 16-63 are separate and distinct projects. They were bid together in order evaluate whether there were any cost savings realized by awarding the contracts to the same contractor. The Allison Jukebox Rehabilitation funding request is for \$103,604 to be paid to SCS Construction, and includes a not-to-exceed, \$1,000 change order allotment for a complete renovation of the restroom facility. The building is used as a day camp and definitely needs to be updated. Williams will have the authority to

approve change orders up to \$1,000; any amount above \$1,000 will need to go to the Redevelopment Commission for approval.

Katie Birge made a motion to approve Resolution 16-62. Sue Sgambelluri seconded the motion. The board unanimously approved.

- D.** Resolution 16-63: Approval of Funding for Building Trades Park Rehabilitation. The renovation is for what are currently a men's and a women's restroom to convert them into unisex restrooms. This renovation also includes a new roof, structural repairs, and lighting. The Building Trades Park funding request is for \$68,261 to be paid to SCS Construction, and includes a not-to-exceed change order amount of \$500. Williams will have the authority to approve any change orders up to \$500; any amount over \$500 will need to go the Redevelopment Commission for approval.

Thomas Cameron stated there are two typo's in Resolution 16-63 where it references Allison Jukebox instead of Building Trades Park. Cameron will amend Resolution 16-63.

Katie Birge made a motion to approve Resolution 16-63 as amended. Jennie Vaughan seconded the motion. The board unanimously approved.

- E.** Resolution 16-64: Approval of Funding for Assisted Listening Devices at the Buskirk-Chumley Theater. Dave Williams stated that Parks and Recreation owns the Buskirk-Chumley Theater. Parks works with Buskirk-Chumley Theater Management, Inc. ("BCTM, Inc."), which manages the theater on a day to day basis. Last year, the Redevelopment Commission allocated \$74,000 to be used in 2016 for eligible TIF expenditures at the Buskirk-Chumley Theater. This request resulted from a very respectful complaint regarding lack of up-to-date technology for listening devices. Quotes were solicited; the lowest quote was from Full Compass Systems for \$1,499.72.

David Walter made a motion to approve resolution 16-64. Sue Sgambelluri seconded the motion. The board unanimously approved.

- F.** Resolution 16-65: Approval of Revised Funding Agreement between the Redevelopment Commission & New Hope for 2016 CDBG Funding. Doris Sims stated at the September 6, 2016 Redevelopment Commission meeting a funding agreement was approved under the Community Block Grant between New Hope Family Shelter, Inc. and Housing and Neighborhood Development Department, for the improvements at 303 West 2nd Street and 409 West 2nd Street. The approved amount was for \$29,753.00. New Hope has come back to the department after putting out the bids for the work they plan to do and realized they only need a sum of \$24,500.00. Therefore, the request is to reduce the approved amount to \$24,500.

Katie Birge made a motion to approve Resolution 16-65. Jennie Vaughan seconded the motion. The board unanimously approved.

VII. BUSINESS/GENERAL DISCUSSION

Public Speaking Guidelines. Doris Sims and Thomas Cameron worked on editing the guideline and included suggestions and comments from the last commission meeting. A copy of the updated guidelines were included in the commission packet. Some of the commissioners asked to have additional language changed in the guidelines. Doris Sims and Thomas Cameron will continue to work on the guidelines.

VIII. ADJOURNMENT

Don Griffin, President

Sue Sgambelluri, Secretary

Date

16 -66
RESOLUTION
OF THE
REDEVELOPMENT COMMISSION
OF THE
CITY OF BLOOMINGTON, INDIANA

WHEREAS, the City of Bloomington, Indiana, has a Neighborhood Improvement Grant Program under which general fund monies, (Fund #1011515100053960) in the amount of Thirty-Four Thousand Nine Hundred and Sixty Dollars and Fifty Cents (\$34,960.50), are under the control of the Redevelopment Commission and may be expended for approved projects that benefit neighborhoods within the City of Bloomington, in cooperation with the Housing and Neighborhood Development Department, pursuant to IC § 36-7-14-11(4); and

WHEREAS, the advice and input of the community as to the allocation of the Neighborhood Improvement Grant Program funds has been solicited and received through the efforts of the Council for Neighborhood Improvement Grants; and

WHEREAS, the Redevelopment Commission has reviewed the recommendations of the Council for Neighborhood Improvement Grants for allocation of funds to be received;

**NOW, THEREFORE, BE IT RESOLVED BY THE BLOOMINGTON
REDEVELOPMENT COMMISSION THAT:**

The Neighborhood Improvement Grant Program Projects are approved at the funding amounts listed:

1. Elm Heights Neighborhood Association: **\$5,651.00**
The Elm Heights project will plant 20 trees in empty tree plots throughout the neighborhood and train neighbors as tree wardens to maintain and monitor trees.
2. Hearthstone Neighborhood Association: **\$12,882.75**
Installation of 2 neighborhood signs with landscaping, lighting and rehabilitation of limestone pillars at entrance of the neighborhood.
3. Waterman Neighborhood Association: **\$4,582.45**
Installation of a neighborhood limestone sign in the public right-of-way on Adams, Vernal and 8th Street.

BLOOMINGTON REDEVELOPMENT COMMISSION

Donald Griffin, President

ATTEST:

Sue Sgambelluri, Secretary

Date

**Summary of Second Funding Round
2016 Neighborhood Improvement Grant Applications**

Elm Heights Neighborhood Association

Total award request from the City	\$5,651.00
Total value of match	<u>\$1,725.00</u>
Total Project Cost	\$7,376.00

The Elm Heights project will plant 20 trees in empty tree plots throughout the neighborhood and train neighbors as tree wardens to maintain and monitor trees.

Hearthstone Neighborhood Association

Total award request from the City	\$12,882.75
Total value of match	<u>\$ 1,675.00</u>
Total Project Cost	\$14,557.75

Replacement of 2 deteriorated wood signs with composite signs, bring the limestone pillars to plumb, upgrade electrical lighting to LED and install new landscaping.

Waterman Neighborhood Association

Total award request from the City	\$4,582.45
Total value of match	<u>\$ 507.55</u>
Total Project Cost	\$5,090.00

**16-68
RESOLUTION
OF THE
REDEVELOPMENT COMMISSION
OF THE
CITY OF BLOOMINGTON, INDIANA**

**TO AMEND THE FUNDING APPROVAL IN REDEVELOPMENT COMMISSION
RESOLUTION 16-53 (WEST 2ND STREET AND ROLLING RIDGE WAY SIGNAL AND
SIDEPATH IMPROVEMENTS)**

WHEREAS, pursuant to Indiana Code § 36-7-14-1 *et seq.*, the Redevelopment Commission of the City of Bloomington (“RDC”) and the Common Council of the City of Bloomington created an economic development area known as the “Adams Crossing Economic Development Area”; and

WHEREAS, since the Adams Crossing Economic Development Area was created, the Adams Crossing Economic Development Area has been expanded (“Adams Crossing TIF”), and consolidated into the Consolidated Economic Development Area (“Consolidated TIF”); and

WHEREAS, the Consolidated TIF is an allocation area for purposes of tax increment financing; and

WHEREAS, tax increment from the Consolidated TIF may be used—among other things—to pay expenses incurred by the RDC for local public improvements that are in the Consolidated TIF or that serve the Consolidated TIF, and to reimburse the City for expenditures made by it for local public improvements that are physically located in the Consolidated TIF or physically connected to the Consolidated TIF; and

WHEREAS, on June 16, 2015, the City of Bloomington (“City”) brought the RDC a Project Review & Approval Form (“Form”) which sought the support of the RDC for a project that would construct signal and sidepath improvements along West Bloomfield Road (West 2nd Street), including at the intersection of West Bloomfield Road (West 2nd Street) and Rolling Ridge Way (“Project”); and

WHEREAS, the Project is located in and physically connected to the Consolidated TIF; and

WHEREAS, the RDC approved the Form in Resolution 15-28; and

WHEREAS, the RDC has approved and amended the funding of the construction of the Project a number of times in: (1) Resolution 15-78 (which originally approved \$1,388,700 for the construction to expire September 10, 2016), (2) Resolution 15-85 (which reduced the approved amount to \$1,338,700, and did not change the expiration date), (3) Resolution 16-05 (which reduced the approved amount to \$1,326,768 and extended the expiration date to September 13, 2016), (4) Resolution 16-27 (which increased the approved amount to \$1,335,694 and extended the expiration date to September 14, 2016), and (5) Resolution 16-36 (which increased the approved amount to \$1,371,692 and extended the expiration date to October 1, 2016) and (6) Resolution 16-53 (which extended the expiration date to November 7, 2016); and

WHEREAS, although the construction of the project has been substantially completed, work remains to be completed on the project’s punch list; and

WHEREAS, Staff expects that the project's punch list to be completed to the satisfaction of the City and the final claims will be processed by April 1, 2017; and

WHEREAS, Staff has brought the RDC an Amended Project Review and Approval Form ("Amended Form") that updates the expected term of the Construction phase of the Project, which is attached to this Resolution as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE REDEVELOPMENT COMMISSION OF THE CITY OF BLOOMINGTON, INDIANA, THAT:

1. The RDC reaffirms its approval of the Project, as set forth in more detail on the Amended Form.
2. The RDC amends the funding approval it made in Resolution 16-53. The funding approval from Resolution 16-53 shall now terminate on April 1, 2017. All other aspects of the funding approval from Resolution 16-53, including the amount of funding approved for the construction of the Project shall remain otherwise unchanged.

BLOOMINGTON REDEVELOPMENT COMMISSION

Donald Griffin, President

ATTEST:

Sue Sgambelluri, Secretary

Date

City of Bloomington
Redevelopment Commission
AMENDED Project Review & Approval Form

Please Note:

- Approval of the project by the Redevelopment Commission through this Project Review & Approval Form does not represent an authorization to begin work or expend funds.
- Authorization of work and the commitment of funds shall be done when the Redevelopment Commission reviews and approves: (1) a Purchase Order or Contract prepared after complying with the appropriate procurement process for the type of item, service or construction being sought and (2) the estimated costs associated with the Purchase Order or Contract.
- No payment of funds shall be made without a duly authorized and approved Purchase Order or Contract. All claims for payment against a duly authorized Purchase Order or Contract shall be submitted to the Redevelopment Commission for their review and approval along with any required departmental inspections, reviews and approvals prior to the payment of any funds.

To Be Completed by Requesting Party:

Project Name: West Bloomfield Road (2nd Street) and Rolling Ridge Way Traffic Signal and Sidepath Improvement Project

Project Manager: Matt Smethurst

Project Description:

Project will construct a sidepath on the north side of Bloomfield Road from Landmark Ave. to Basswood Drive. Additionally, a new access drive to the Twin Lakes Recreation Center will be constructed opposite Rolling Ridge Way. This intersection will receive a new traffic signal.

Project Timeline:

Start Date: April 22, 2014 (current design contract with United)

End Date: **April 1, 2017** (completion of construction)

Financial Information:

Estimated full cost of project:	\$2,626,511
Sources of funds:	Consolidated TIF (Adams Crossing portion)

Project Phases: This breakdown should mirror the contract(s) expected to be issued for this project. Each phase should include a description of the work to be performed, the cost, and the timeline for the contract.¹

Step	Description	Estimated Cost	Timeline
1	Intersection, Traffic Signal, and Sidepath Design	\$447,800	April 2014 to April 2015
2	Right of Way Acquisition	\$741,176	October 2012 to April 2015
3	Water Vault Design	\$2,000	June 2015 to August 2015
4	Construction	\$1,435,535 ²	October 2015 through April 1, 2017

To Be Completed by Redevelopment Commission Staff:

Approved on _____

By Resolution _____ by a vote of _____

¹ To improve clarity, the format of the Project Phases has been changed from the Second Amended Project Review and Approval Form to **[the]** Third Amended Project Review and Approval Form. The language in red [in the Third Amended Project Review and Approval Form] has been substantively changed. Other changes relate to formatting only.

² This includes construction costs (\$1,368,600) and the change orders (which collectively do not exceed 5% of the original contract price, or \$66,935) that the Director of Planning & Transportation may approve in this project pursuant to Resolution 15-78.

**16-69
RESOLUTION
OF THE
REDEVELOPMENT COMMISSION
OF THE
CITY OF BLOOMINGTON INDIANA**

**APPROVAL OF FUNDING FOR CONSTRUCTION OF WEST 17TH STREET
(MAPLE TO MADISON) SIDEWALK PROJECT**

- WHEREAS, pursuant to Indiana Code 36-7-14 *et seq.*, the Redevelopment Commission of the City of Bloomington (“RDC”) and the Common Council of the City of Bloomington created an economic development area known as the Consolidated Economic Development Area (“Consolidated TIF”); and
- WHEREAS, the Consolidated TIF is an allocation area for purposes of tax increment financing; and
- WHEREAS, tax increment from the Consolidated TIF may be used—among other things—to pay expenses incurred by the RDC for local public improvements that are in the Consolidated TIF or that serve the Consolidated TIF; and
- WHEREAS, on April 4, 2016, the City of Bloomington (“City”) brought the RDC a Project Review and Approval Form (“Form”) which sought the support of the RDC for a project that would construct a new sidewalk on the south side of 17th Street between Maple Street and Madison Street (“Project”); and
- WHEREAS, the RDC approved the Form in Resolution 16-12; and
- WHEREAS, the RDC approved funding for the construction of the Project in Resolution 16-31 (which originally approved \$472,005 for the construction, and an additional 5%—or \$23,600.25—for certain change orders, to expire November 30, 2016); and
- WHEREAS, the construction has experienced delays that were unexpected when the Commission approved its Resolution 16-31; and
- WHEREAS, Staff expects that the project will be substantially completed to the satisfaction of the City and the final claims will be processed by April 1, 2017; and
- WHEREAS, Staff has brought the RDC an Amended Project Review and Approval Form (“Amended Form”) that updates the expected term of the

Construction phase of the Project, which is attached to this Resolution as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE BLOOMINGTON REDEVELOPMENT COMMISSION THAT:

1. The RDC reaffirms its support of the Project, as set forth in the Amended Form, and reiterates that it serves the public's best interests.
2. The RDC amends the funding approval it made in Resolution 16-31. The funding approval from Resolution 16-31 shall now terminate on April 1, 2017. All other aspects of the funding approval from Resolution 16-31, including the amount of funding approved for the construction of the Project shall remain otherwise unchanged at this time.

BLOOMINGTON REDEVELOPMENT COMMISSION

Donald Griffin, President

ATTEST:

Sue Sgambelluri, Secretary

Date

City of Bloomington
Redevelopment Commission
AMENDED Project Review & Approval Form

Please Note:

- Approval of the project by the Redevelopment Commission through this Project Review & Approval Form does not represent an authorization to begin work or expend funds.
- Authorization of work and the commitment of funds shall be done when the Redevelopment Commission reviews and approves: (1) a Purchase Order or Contract prepared after complying with the appropriate procurement process for the type of item, service or construction being sought and (2) the estimated costs associated with the Purchase Order or Contract.
- No payment of funds shall be made without a duly authorized and approved Purchase Order or Contract. All claims for payment against a duly authorized Purchase Order or Contract shall be submitted to the Redevelopment Commission for their review and approval along with any required departmental inspections, reviews and approvals prior to the payment of any funds.

To Be Completed by Requesting Party:

Project Name: 17th Street Sidewalk Improvements between Maple Street and Madison Street

Project Manager: Andrew Cibor and Jeff Heerdink

Project Description:

This project will construct a new sidewalk on the south side of 17th Street between Maple Street and Madison Street. This project is a vital piece of a larger City initiative to construct a continuous pedestrian facility along the entire 17th Street corridor by connecting the following:

- Existing sidewalk east of Madison Street
- A sidewalk project that extends from Maple Street to the terminus of the 17th Street/Arlington Road/Monroe Street roundabout project whose construction funding is anticipated to be provided by a Community Development Block Grant (CDBG) later this year
- The recently constructed 17th Street/Arlington Road/Monroe Street roundabout project
- A future project between the 17th Street/Arlington Road/Monroe Street roundabout and the terminus of the future I-69 Vernal Pike to 17th Street overpass

This sidewalk project's design and right of way acquisition funding was provided by the City Council Sidewalk Committee in 2014 and 2015, respectively.

This is a high priority project for staff to bid promptly so construction can be completed during the summer of 2016 providing the Public Works Street Department an opportunity to resurface 17th Street after completion but before the end of 2016.

Estimated Project Timeline:

Start Date: January 2014

End Date: October 2016

Financial Information:

Estimated full cost of project:	\$683,775.25
Sources of funds:	
City Council Sidewalk Committee	\$152,520.00
Alternative Transportation	\$2,150.00
Consolidated TIF / TIF Bond Funds	\$495,605.25 ¹
City of Bloomington Utilities	\$33,500.00

Project Phases: This breakdown should mirror the contract(s) expected to be issued for this project. Each phase should include a description of the work to be performed, the cost, and the timeline for the contract.

Step	Description	Estimated Cost	Estimated Timeline
1	Preliminary Engineering	\$61,325.00	January 2014 – April 2017 ²
2	Right of Way Acquisition	\$93,345.00	January 2015 – April 2016
3	Construction	\$505,505.00 ³	May 2016 – April 2017

To Be Completed by Redevelopment Commission Staff:

Approved on _____

By Resolution _____ by a vote of _____

¹ This takes the 5% Change Order Allowance into account.

² This will extend through the construction phase to ensure engineering services are available throughout the construction process.

³ This is the amount of the Bid from E&B Paving, and does not take the Change Order Allowance into account.